

1 BILL NO. S-80-08- //

2 SPECIAL ORDINANCE NO. S- 99-80

3
4 AN ORDINANCE approving City Utilities
5 Purchase Order No. 2386 with Pitney
6 Bowes for Office Services Department.

7 BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF
8 FORT WAYNE, INDIANA:

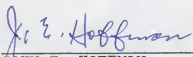
9 SECTION 1. That City Utilities Purchase Order No.
10 2386 dated July 18, 1980, between the City of Fort Wayne, by
11 and through the City Utilities Purchasing Agent and the Board
12 of Public Works and Pitney Bowes, Inc. for:

13 One highspeed, automatic, four
14 station mail-inserting machine,
15 at a cost of \$30,420.00, all as more particularly set forth
16 in said Purchase Order, which is on file in the Office of the
17 Department of Purchasing and is by reference incorporated here-
18 in and made a part hereof, be and the same is in all things
19 ratified, confirmed and approved.

20 SECTION 2. That this Ordinance shall be effective
21 upon passage and approval by the Mayor.

22 
23 COUNCILMAN

24
25 APPROVED AS TO FORM AND
26 LEGALITY AUGUST 8, 1980.

27 
28 JOHN E. HOFFMAN
29 City Attorney
30
31
32

Read the first time in full and on motion by Burns, seconded by Burns, and duly adopted, read the second time by title and referred to the Committee City Utilities (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Chambers, City-County Building, Fort Wayne, Indiana, on _____, 19____, the _____ day of _____, 19____, at _____ o'clock _____ M., E.S.T.

DATE: 8/12/80

Charles W. Westerman
CHARLES W. WESTERMAN
CITY CLERK

Read the third time in full and on motion by Burns, seconded by Gia Quinta, and duly adopted, placed on its passage. PASSED (~~Lost~~) by the following vote:

	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINED</u>	<u>ABSENT</u>	<u>TO-WIT:</u>
<u>TOTAL VOTES</u>	<u>9</u>	<u>0</u>	_____	_____	_____
<u>BURNS</u>	<u>✓</u>	_____	_____	_____	_____
<u>EISBART</u>	<u>✓</u>	_____	_____	_____	_____
<u>GiaQUINTA</u>	<u>✓</u>	_____	_____	_____	_____
<u>NUCKOLS</u>	<u>✓</u>	_____	_____	_____	_____
<u>SCHMIDT, D.</u>	<u>✓</u>	_____	_____	_____	_____
<u>SCHMIDT, V.</u>	<u>✓</u>	_____	_____	_____	_____
<u>SCHOMBURG</u>	<u>✓</u>	_____	_____	_____	_____
<u>STIER</u>	<u>✓</u>	_____	_____	_____	_____
<u>TALARICO</u>	<u>✓</u>	_____	_____	_____	_____

DATE: 8/26/80

Charles W. Westerman
CHARLES W. WESTERMAN - CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ZONING MAP) (GENERAL) (ANNEXATION) (SPECIAL) (APPROPRIATION) ORDINANCE (RESOLUTION) No. S-99-80 on the 26th day of August, 1980.

ATTEST:

(SEAL)

Charles W. Westerman
CHARLES W. WESTERMAN - CITY CLERK

Vivian J. Schmidt
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 27th day of August, 1980, at the hour of 11:30 o'clock A. M., E.S.T.

Charles W. Westerman
CHARLES W. WESTERMAN - CITY CLERK

Approved and signed by me this 29th day of August 1980, at the hour of 11:30 o'clock A. M., E.S.T.

Winfield C. Moses, Jr.
WINFIELD C. MOSES, JR.
MAYOR

BILL NO. S-80-08-11

REPORT OF THE COMMITTEE ON CITY UTILITIES

WE, YOUR COMMITTEE ON CITY UTILITIES DO WHOM WAS REFERRED AN
ORDINANCE approving City Utilities Purchase Order No. 2386
with Pitney Bowes for Office Services Department

HAVE HAD SAID ORDINANCE UNDER CONSIDERATION AND BEG LEAVE TO REPORT
BACK TO THE COMMON COUNCIL THAT SAID ORDINANCE DO PASS.

PAUL M. BURNS, CHAIRMAN

BEN EISBART, VICE CHAIRMAN

JOHN NUCKOLS

MARK GiaQUINTA

ROY SCHOMBURG

8-26-80
DATE _____ CONCURRED IN
CHARLES W. WESTERMAN, CITY CLERK

Memorandum

To Board of Works

Date July 18, 1980

From Aaron M. Gluck, Director of Purchasing

Subject Bid Reference #566-A

COPIES TO:

Enclosed are documents in reference to Bid #566-A, Lease of One (1) Highspeed, Automatic, Four Station Mail-Inserting Machine. Purchase Order #2386 has been assigned to Pitney-Bowes.

Pitney-Bowes has the lowest cost based upon comparable equipment quoted.

Please process immediately for Prior Councilmanic Approval. The equipment must be ordered as soon as possible so as to have the equipment installed by the time the present equipments lease expires. Make certain that no confirming purchase order is communicated to Pitney-Bowes until evidence of Council's approval is furnished to the Purchasing Department.



Aaron M. Gluck
Director of Purchasing

ml

APPROVED
For: *Public Works*

Robert
Robert

Council
Aug 12, 1980

69-115-27

7/23/80

CITY OF FORT WAYNE

DEPARTMENT OF PURCHASES

Number One Main St., Ft. Wayne, Ind. 46802

INVITATION

Quotations, subject to the conditions on the reverse hereof, are requested on the following list of materials, supplies, equipment or services, for the department as mentioned, with delivery to destination as shown below. Quotations shall include all charges for delivery, packing, etc. Address your reply as indicated below.

423-7037

*Mail all replies and correspondence, etc. to Attn. of

Aaron M. Gluck

DEPARTMENT OF PURCHASES

Room 540 Number One Main St., Ft. Wayne, Ind. 46802

Address **REQUIRED FOR DELIVERY TO:**

Department Office Services

or Division One Main Street City County Bldg.

Address Fort Wayne, Ind. 46802

RETURN ORIGINAL TO THE CITY—RETAIN DUPLICATE COPY FOR YOUR FILE

Closing

Time of Bids Wednesday - July 2, 1980 at 2:30 PM

TAXES: THE CITY IS EXEMPT FROM FEDERAL EXCISE AND INDIANA STATE SALES TAX. THE CITY'S INDIANA SALES TAX EXEMPTION CERTIFICATE NUMBER IS NO. 14004. PRICES SHOULD NOT INCLUDE THESE TAXES. See "Instructions to Bidders" No. 10 on reverse hereof for details.

TAX EXEMPT (Unless otherwise indicated)

Quantity	Unit	Materials, Supplies, Equipment or Services	Unit Price	Total Amount
		<p>Lease of One (1) Highspeed, Automatic Mail-Inserting Machine</p> <p>Four (4) Station</p>		
Affirmative Action: On File: _____ Attached: _____				

Bid Bond required ☐ NO ☒ YES 5% of Bid Performance Bond ☐ NO ☒ YES See Instruction Item No. 16 on reverse side hereof.

Terms % cash discount if paid within days from delivery and acceptance of goods or completion of services.

PROPOSAL OR BID

In compliance with the above invitation for bids and subject to all conditions thereof, the undersigned offers and agrees, if this bid be accepted within a reasonable time from date of closing, to furnish any or all of the items or render such services upon which prices are quoted, in accordance with the specifications applying and at the price set opposite each item.

Delivery of any or all of the items or completion of services indicated shall be made within 30 days from receipt of order.

IMPORTANT ☒

As delivery may be a deciding factor in the award of an order, it is important that bidders furnish the information requested above.

Sign Here:

PITMAN ROGERS
Name of Company
For Eric C. Kunkin Title District Manager
Address 4516 University Rd.
City Fort Wayne, Ind. 46802 Date 6/30/80

Page 1 of 7.

Ref. No. 566-A

Date June 17, 1980

Date wanted _____

Fund _____
Appropriation No. _____

AFFIRMATIVE ACTION PROGRAM

Name of Company Pitney Bowes Inc.

Address 4516 Newago Road

City Fort Wayne, Indiana

Zip 46806

Phone (219)483-7164

Identify by title and name the highest official within the facility who has the overall responsibility for the implementation of the Equal Employment Opportunity and Affirmative Action Program.

P. Keith Richards

Manager, EEO

Please Print

Title

Date 6/30/80

Signature _____

1. Does your firm have a written Affirmative Action Program? Yes ☒ No ☐
 - A. If so, and it contains answers to the questions asked in this program, attach a copy and sign the Written Statement of Company Policy.
 - B. If not, do you accept the following program in meeting the requirements of the City of Fort Wayne? ☒ Yes ☐ No

PLEASE KEEP IN MIND THAT FAILURE TO COMPLETE ALL SECTIONS OF THIS DOCUMENT WILL RESULT IN YOUR PROGRAM BEING REJECTED.

2. Will your firm make every effort to increase employment of minorities at all levels of its workforce with particular emphasis to categories where few, if any, minority people are employed. ☒ Yes ☐ No
3. Current Number of employees 65
 Number of employees as of January 1979 59 April 1979 60 July 1979 58,
 and October 1979 62
4. Workforce Analysis:

Job Classification	Wage Rate or Salary Range	Total	B	H	AI or AN	API	F
Officials & Mgrs	16,700 to draw against comm	6					1
Salesworkers	Draw against commission	24	3				3
Craftsworkers	\$169.50 per/wk \$350.50 " " "	26	2				1
Office & Clerical	\$138 per wk/ \$311.50 per/wk	9		1			9
TOTALS		65	5	1			14

HANDICAPPED: Yes ☒ No ☐

List Number _____

B - Black (not of Hispanic Origin) H - Hispanic (all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture of origin) AI, AN - American Indian or Alaskan Native API - Asian or Pacific Islanders F - Females

(EEC/PA 1/1/80)

5. If total minority employment is less than 12% give reasons why. (Do not include Females when you figure minority employment percentages.) The percentage for overall minority representation for the 1980 year has been established at 12%. The current overall minority representation is 10%.
6. List minority recruitment sources: Urban League, Gary Indiana, and Urban League South Bend, Ind.
7. Does your company anticipate an increase in employment this year? Yes X No
Approximately how many? _____
8. What specific goals can you achieve for the employment of minorities during 1979-1980?
Goals for officials & managers are set at
- | | | |
|---------------------------|-----------------------|---|
| A. Officials and Managers | the region level | % |
| B. Professionals | None at this facility | % |
| C. Technicians | None at this facility | % |
| D. Sales Workers | 2 or 8.3% | % |
| E. Office and Clerical | 2 or 22% | % |
| F. Skilled Craftsmen | 3 or 12 | % |
| G. Other | - - - - | % |

10. WRITTEN STATEMENT OF COMPANY POLICY

It is the policy of Pitney Bowes that Equal Employment Opportunity be afforded to all qualified persons without regard to race, sex, religion, color or national origin. In support of this policy Pitney Bowes will not discriminate against any employee or applicant for employment because of race, religion, sex or national origin. The Branch Manager will take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to their race, religion, color, sex or national origin. Such action will include but not be limited to: recruitment, advertising or solicitation for employment hiring, placement, upgrading, transfer or demotion, selection for training including apprenticeship rates of pay or other forms of compensation, layoffs or termination.

Pitney Bowes Inc.
Name of Company
[Signature]
Signature of Highest Company Official

June 30, 1980
Date

STATISTICAL INFORMATION
FOR
AFFIRMATIVE ACTION/CONTRACT COMPLIANCE

Pitney Bowes Inc.

Name of Contractor or Supplier

Pitney Bowes EEO Dept.

(Information Given By)

4516 Newago Road, Fort Wayne, Indiana *

Address And Telephone Number (219)483-7164

L. S. Webb 6/30/80

(Person Filling Out This Form And Date)

EOC CATEGORY	EMPLOYEES BY RACE/ETHNICITY/SEX									HANDICAPPED EMPLOYEES									TOTAL EMPLOYEES
	W		BLK		H		Other		(Designate)	W		BLK		H		Other		(Designate)	
	M	F	M	F	M	F	M	F		M	F	M	F	M	F	M	F		
OFFICAL & ADMINISTRATORS	5	1																	6
PROFESSIONALS	None located at this facility																		
TECHNICIANS	None located at this facility																		
OPERATIVES	None located at this facility																		
LABORER	None located at this facility																		
OFFICE AND CLERICAL	-	8				1													9
SKILLED CRAFT WORKERS	23	1	2																26
SERVICE-MAINTENANCE WORKERS	None located at this facility																		
SALES WORKERS	19	2	2	1															
TOTALS	47	12	4	1		1													24
PERCENTAGES	72%	18%	6%	2%		2%													

AFG. Nat. 1-22-80

* Please note - The Fort Wayne facility is a district office of the South Bend Branch.
All information reflects both facilities.

48 Month Lease, Per Month:

\$ 593.00

60 Month Lease, Per Month:

\$ 507.00

PLEASE INCLUDE COPY OF LEASE AGREEMENT WITH BID

Bidders Proposal - To Be Completed
By the Bidder

1. Number of Stations: Four
2. Speed: Variable up to maximum of 7,500 per hour.
3. Envelope Size: MIN. 3¼" x 6", MAX. 6" x 12", MAX. FLAP DEPTH - 3¼"
4. Insert Size: MIN. 3" x 5", MAX. 5-7/8" x 11½"
5. Inserter System operates on 115 volt circuits with maximum 20 AMP (30 with COMS) draw on any line. Your current electrical wiring and outlets will be used. 1978 National Electric Code ratings are met.
6. System is controllable from one side and require no arm movements over the mechanism. Inserter System can be positioned within 24" of two adjacent walls.
7. Enclosures and envelopes are loaded and conveyed face up.
8. Enclosures do not change flow direction until placed within envelopes.
9. Electronic detection method to prevent possibility of enclosure damage.
10. Each station has self-centering side guides.
11. Enclosure feeders are in view of operators normal operating position.
12. Prices quoted include freight, installation and set up and disposing of all crates and packaging.
13. Installation of all equipment will be completed no later than November 1, 1980.
14. Optional: Annual Maintenance Agreement - \$1,264.00.

CITY OF FORT WAYNE

DEPARTMENT OF PURCHASES

Number One Main St., Ft. Wayne, Ind. 46802

INVITATION

Quotations, subject to the conditions on the reverse hereof, are requested on the following list of materials, supplies, equipment or services, for the department as mentioned, with delivery to destination as shown below. Quotations shall include all charges for delivery, packing, etc. Address your reply as indicated below.

423-7037

*Mail all replies and correspondence, etc. to Attn. of

Aaron M. Gluck

DEPARTMENT OF PURCHASES

Room 540 Number One Main St., Ft. Wayne, Ind. 46802

REQUIRED FOR DELIVERY TO:

Department

Office Services

or Division

One Main Street City County Bldg.

Address

Fort Wayne, Ind. 46802

RETURN ORIGINAL TO THE CITY—RETAIN DUPLICATE COPY FOR YOUR FILE

Closing

Time of Bids Wednesday - July 2, 1980 at 2:30 PM

TAXES: THE CITY IS EXEMPT FROM FEDERAL EXCISE AND INDIANA STATE SALES TAX. THE CITY'S INDIANA SALES TAX EXEMPTION CERTIFICATE NUMBER IS NO. 14444. PRICES SHOULD NOT INCLUDE THESE TAXES. See "Instructions to Bidders" No. 18 on reverse hereof for details.

TAX EXEMPT (Unless otherwise indicated)

Page 1 of 7.

Ref. No. 566-A

Date June 17, 1980

Date wanted

Fund

Appropriation No.

Quantity	Unit	Materials, Supplies, Equipment or Services	Unit Price	Total Amount
		Lease of One (1) Highspeed, Automatic Mail-Inserting Machine		
		Four (4) Station		
One	Ea.	Phillipsburg Meter Model MCP4-PMPN, 208 or 220 volt	\$18,897.20	\$18,897.
		Alternates:		
One	Ea.	Phillipsburg Permit Printer Model MCP4-PP2 - 115 VAC	\$16,405.30	\$16,405.
One	Ea.	Phillipsburg Permit Printer Model CE4-PP2 -208 or 220 volt	\$21,092.50	\$21,092.
One	Ea.	Phillipsburg Meter Model CE4-PMPN-208 or 220 volt	\$22,580.50	\$22,580.
Affirmative Action: On File: to follow Attached:				

Bid Bond required ☐ YES ☒ 5% of Bid Performance Bond ☐ YES ☒
 Terms ☐ % cash discount if paid within days from delivery and acceptance of goods or completion of services.

PROPOSAL OR BID

In compliance with the above invitation for bids and subject to all conditions thereof, the undersigned offers and agrees, if this bid be accepted within a reasonable time from date of closing, to furnish any or all of the items or render such services upon which prices are quoted, in accordance with the specifications applying and at the price set opposite each item.

Delivery of any or all of the items or completion of services indicated shall be made within days from receipt of order.

IMPORTANT

As delivery may be a deciding factor in the award of an order, it is important that bidders furnish the information requested above.

Sign Here:

Phillipsburg Division

Boyd & Howell Company

Name of Company

By: [Signature] Title: [Signature]

Address: 16255 Hoffman Road

City: Indianapolis, Ind. 46226 Date: 7/1/80

90 days from receipt of a purchase order providing the purchase order is received no later than July 15, 1980. Bidder cannot sue Allen Dispensaries for strikes of any kind, acts of God, etc.

B10 L.O. 566-A

BELL & HOWELL COMPANY
PHILLIPSBURG DIVISION
SERVICE AGREEMENTS

Service and installation of PHILLIPSBURG INSERTERS in Fort Wayne is handled from our local Fort Wayne Bell & Howell Office at 2100 Goshen Road, Fort Wayne, Indiana.

PHILLIPSBURG offers a selection of two (2) service agreements on the equipment proposed in this bid:

REGULAR SERVICE AGREEMENT:

This agreement provides the customer with regular periodic maintenance work that includes:

Cleaning
 Lubricating
 Timing
 Adjusting
 Testing

Under a regular service agreement there are no parts provided, or, interim emergency calls. Our regular service rates are \$48.00 per hour plus a trip charge in the amount of \$30.00. If a customer has their PHILLIPSBURG INSERTER covered with a service agreement, the interim emergency call rates are reduced by 20%. The hourly rate would then be \$38.40 and \$24.00 for the trip charge.

The annual rate for a Regular Service Agreement is based on the number of PMA inspections performed. With a monthly volume of 60,000 bills, we would feel that four (4) inspections per year is adequate. We are however, providing the annual rate for a six (6) inspection contract also.

	<u>Four Inspections</u>	<u>Six Inspections</u>
Model 5000 Expditer	\$496.00	\$749.00
Model 7200 Expditer	\$496.00	\$749.00

LIMITED FULL COVERAGE AGREEMENT

This agreement provides periodic inspections as described in the regular service agreement section above. In addition, a limited full service agreement provides the following:

All parts
 Six (6) emergency calls

The annual service rate for Limited Full Coverage Service Agreement are as follows:

	<u>Four Inspections</u>	<u>Six Inspections</u>
Model 5,000 Expediter	\$628.00	\$787.00
Model 7,200 Expediter	\$897.00	\$1,101.00

Service is available during normal business hours from 8:30 a.m. to 5:00 p.m., Monday through Friday.

Specifications for Leasing of One (1) Automatic Four (4) Station Inserter with in-line Mailing Machine to seal envelopes and inprint postage and attached stacker to stack envelopes including all equipment listed as Standard in Manufacturer's Printed Literature unless superceded by any of the following specifications listed herein:

1. Number of Stations: Four
2. Speed: Variable up to 7,500 per hour
3. Envelope Size: Min. 3½" X 6"
Max. 6" X 12"
Max. Flap Depth. 3½"
4. Insert Size: Min. 3" X 5"
Max. 5-7/8" X 11½"
5. All inserter systems equipment operate on 115 volt circuits with maximum 20 AMP (30 with COMS) draw on any line. National electric code rating 1978 must be met using standard fittings and wiring. Amperage rating must be based on continuous use as based on code.
6. System must be controllable from one side and require no arm movements of single operator over mechanism. Positioning of inserter system within 24" of two adjacent walls is desirable so that all documents can be postioned for ease of loading.
7. Enclosures and envelopes must be loaded and conveyed face up to simplify visual accuracy checks and allow standardized loading and material handling.
8. Enclosures should not change flow direction until placed within mailing envelopes.
9. There must be an electronic detection method to prevent possibility of enclosure damage by accumulative jams.
10. Each station must have self centering side guides for fast set up.
11. Enclosure feeders must be in view of operators normal operating position at control station.
12. Prices quoted must include freight, installation and set up and disposing of all crates and packaging.
13. Installation of all equipment must be completed no later than November 1, 1980. Failure to have the above equipment installed and operating by November 1, 1980 will result in a \$30.00 per day penalty continuing each day until equipment is fully installed and operating as stated in the above specifications.
14. Include, as an option, the cost and terms of an annual Maintenance Agreement covering Preventative Maintenance checks as well as servicing as equipment may need when a breakdown occurs.

Bid No 566-A.

RATE FACTORS

48 Month Lease, Per Month:

\$.0286

60 Month Lease, Per Month:

\$.0246

PLEASE INCLUDE COPY OF LEASE AGREEMENT WITH BID

MONTHLY RATE

MONTHLY PAYMENT

PHILLIPSBURG MODEL

48 Month Lease	60 Month Lease
----------------------	----------------------

1. Meter Model MCP4-PMPN, Expediter 5,000

\$540.46

\$464.87

ALTERNATES:

1. Permit Printer, MCP4-PP2, Expediter 5,000

\$469.19

\$403.57

2. Permit Printer, CE4-PP2, Expediter 7,200

\$603.25

\$518.88

3. Meter Model, CE4-PMPN, Expediter 7,200

\$645.80

\$555.48

PURCHASE OPTION

At the end of either the 48 month, or 60 month lease term, the Lessee has the option to purchase the equipment for 10% of original price of the equipment quoted in this bid.

Under a Bell & Howell Acceptance Corporation Lease, the Lessee must have the machine covered by a PHILLIPSBURG Limited Full Service Agreement described in this bid.

SPECIFICATIONS QUESTIONNAIR

B216 S664

Bidders Proposal - To Be Completed
By the Bidder

PHILLIPSBURG METER MODEL INSERTERS

MCP4-PMPN

ALTERNATE
CE4-PMPN

1. Number of Stations:		4	4
2. Speed: MAXIMUM CYCLING SPEED		5,000	7,200
3. Envelope Size:	Minimum	3½" x 6"	3½" x 6"
	Maximum	6½" x 9½"	6½" x 9½"
4. Insert Size:	Minimum	3" x 5"	3" x 5"
	Maximum	6" x 9"	6" x 9"
5. Maximum thickness for one insert		¼"	¼"
Maximum accumulated thickness		7/32"	3/8"
6. Detections:	missing envelope	yes	yes
	missing insert	yes	yes
	double insert	yes	yes
	envelope jam	yes	yes
	meter jam	yes	yes
7. Visibility of all operating points		yes	yes
8. Accessibility of all materials		yes	yes
9. Vacuum System		yes	yes
10. D.C. Drive Control - For extra slow crawl speed on set up		yes	no
11. Jog button for jogging machine inch by inch on set-up and corrections		yes	yes
12. Variable Speed Control		yes	yes
13. Shipping Weight		1,250 lbs.	2,000 lbs.
14. Dimensions	Width	2' 6½"	3' 2"
	Height	4' 0"	4' 2"
	Length	12' 0"	10' 3"

Tabulation of Bid: 566-A
 Closing Date: 7-2-80
 Item Mail-Inserting Machine
 Dept.: Office Services

(1) Highspeed Automatic
 Mail-Inserting Machine

MODEL 3144 INSIDE FF/ OK
 Pitney Bowes NC OK
 4516 Newaygo Rd.
 Fort Wayne, Ind. 46808 OK

(48) MO LEASE -
 PER MONTH - 593.00

(60) MONTH LEASE
 PER MONTH - 507.00

MCPHPPM2 FFI OK
 PHILLIPS BROS. NC OK
 Bell & Howell Business Equip
 6255 Coffman Rd.
 Indianapolis, Ind. 46268

(48) MONTH LEASE
 PER MO. - 540.46

(60) MONTH LEASE
 PER MONTH - 464.87

3 ALTERNATES - speed

WITH LEASE - FULL
 NECESSARY - SERVICE
 - CONTRACT

① ALTERNATES -
 MCPHPP2
 48 MO. - 469.19
 60 MO. 403.57

② ALTERNATE PH
 CEN PP2
 48 MONTH LS. 603.2
 60 " " 518.8

③ ALTERNATE PH
 CENPPMN
 48 MONTH LS. 645.84
 60 " " 555.40

(496.00 RENTURE)

Date

7-9-80

To:

Arron Gluck

Subject:

Insertion Mach. for Office Service Dept

After reviewing the specs. on
Inserting machines I note Pitney Bowes
to be lower in cost, both lease + out-
right purchase than the equivalent

Phillipsburg model (CE4-PMPN) Ex. 7200

Therefore I think we should purchase
the Pitney Bowes Inserters

D. A. Phay

CITY OF FORT WAYNE

CITY UTILITIES

DEPARTMENT OF PURCHASES
CITY-COUNTY BUILDING
NUMBER ONE EAST MAIN STREET
FORT WAYNE, INDIANA 46802

ORIGINAL 002386
PURCHASE ORDER NO.

This number must appear on each packing slip, invoice, bill of lading, express receipt and correspondence.

DATE July 18, 1980

Pitney Bowes Inc.
4516 Newaygo Road
Fort Wayne IN 46808
1939-03

69-115-27

7/23/80

SHIP TO —

Office Services 410
One Main Street
Fort Wayne IN 46802

MAIL ALL INVOICES TO —
CITY UTILITIES

GENERAL ACCOUNTING
4th FLOOR CITY-COUNTY BUILDING
NUMBER ONE EAST MAIN STREET
FORT WAYNE, INDIANA 46802
INVOICE IN DUPLICATE, INCLUDING
CERTIFICATION AS REQUIRED BY
INDIANA STATE BOARD OF ACCOUNTS

QUANTITY RECEIVED	QUANTITY ORDERED	DESCRIPTION	ACCT. OR W.O. NO.	UNIT PRICE	TOTAL
	1	Model #3144 INSERTER - 4 Enclosures with 4255 Mailing Machine.			
		60 month lease with monthly payments of		507.00	
					30,420.00
		DELIVERY: No later than October 31, 1980			
		AMG/ml			

NOTE: TERMS OF PAYMENT MUST BE SHOWN ON FACE OF INVOICE. OTHERWISE A 2% CASH DISCOUNT WILL BE TAKEN

BY _____
CITY UTILITIES PURCHASING AGENT

SUBJECT TO CONDITIONS ON REVERSE SIDE

FORM U-39

LEASE AGREEMENT

CO. LESSEE NO. SCHED NO.
10

LESSEE		LESSOR	
NAME CITY UTILITIES		NAME Pitney Bowes Inc.	
ADDRESS GENL ACCTG BLDG		ADDRESS (BRANCH) 4516 NEWAYGO RD	
CITY/STATE/ZIP CITY COUNTY BLDG FT. WAYNE		CITY/STATE/ZIP FT. WAYNE IN 46808	
CITY/COUNTY FT. WAYNE	STATE IN	ZIP 46802	
BRANCH NAME SOUTH BEND		BRANCH NO. 116	UNIT NO. 2970
SALES REPRESENTATIVE DAVE BRUNS		REP. NO.	
LESSOR BILLING INSTRUCTIONS		LESSEE BACKGROUND	
PO/VOUCHER NO.		LESSEE BANK NAME/BRANCH/ADDRESS	
DEPARTMENT NAME			
CONTACT NAME		PHONE NO. (INCLUDE AREA CODE)	
		HAS AGENCY (LESSEE) BEEN FUNDED FOR TWO FULL FISCAL PERIODS <input type="checkbox"/> YES <input type="checkbox"/> NO	
QUANTITY	MODEL NUMBER	EQUIPMENT DESCRIPTION	COST
1	3144	INSERTER - 4 Enclosures w/ 4255 Mailing Machine	\$20,455.35
			EQUIPMENT COST
			\$20,455.35
			TOTAL COST
			\$20,455.35
TERM OF LEASE (MONTHS)		LEASE PAYMENTS	
60		NUMBER OF PAYMENTS 60	
LEASE DEPOSIT (SEE PARA. 2) \$		PAYMENT FREQUENCY Monthly	
TERMINATION CHARGE (SEE PARA. 10) \$		AMOUNT (EACH PAYMENT) \$ 507.00	
		TRADE-IN EQUIPMENT (IF ANY) OWNED BY <input type="checkbox"/> CUSTOMER <input type="checkbox"/> PBCC	
		<input type="checkbox"/> OTHER (SPECIFY)	
FOR OFFICE USE ONLY			
DEFERRED INTEREST AMOUNT \$		Deferred interest charges to maturity, in the amount indicated at left, are included in the lease payments to be made under the terms of this lease.	

TERMS AND CONDITIONS OF LEASE

The undersigned Lessee hereby requests Lessor to lease the personal property described above or on any schedule attached hereto (herein called "Equipment") on the terms and conditions of the lease set forth above and on the reverse side hereof. This offer to lease shall not be valid and enforceable until written acceptance hereof shall be signed at Lessor's home office in Connecticut by an authorized employee of Lessor. Upon such signed acceptance, Lessor agrees to lease the Equipment to Lessee. All rents, and other amounts due and to become due, Termination Charges and Lease Deposit shall be payable to Pitney Bowes Credit Corporation at its home office, 72 Heights Road, Darien, Connecticut 06820 unless Lessor directs otherwise.

- 1. NON-CANCELLABLE LEASE.** This lease cannot be cancelled or terminated except as expressly provided herein.
- 2. LEASE DEPOSIT.** Lessor shall retain the Lease Deposit (if any) specified above as security for performance by Lessee of its obligations under this lease. The Lease Deposit shall be non-interest bearing, and if Lessee shall default in the performance of its obligations hereunder, Lessor may, at its option, apply the Lease Deposit to the curing of that default. This application by Lessor shall not be a defense to any action by Lessor arising out of the default, and upon demand, Lessee shall restore the Lease Deposit to its full amount. If Lessee is not in default under this lease, the Lease Deposit will be returned by the Lessor to the Lessee at the termination of this lease, except as provided in Paragraph 10 of this lease.
- 3. ASSIGNMENT/OFFSET.** Without Lessor's prior written consent, Lessee shall not assign, sublet, or lend Equipment or permit it to be used by anyone other than Lessee or Lessee's employees. Lessee hereby acknowledges receipt of notice that Lessor intends to assign its rights under this lease and to the Equipment to Pitney Bowes Credit Corporation, 72 Heights Road, Darien, Connecticut upon the terms and conditions set forth herein. Assignee shall have all of the rights, but none of the obligations, of Lessor under this lease. Lessee shall not assert against Assignee in any action brought to recover possession of Equipment or to collect unpaid rent balances or other charges any defense, counterclaim or offset that Lessee may have against Lessor, and Lessee's ability to assign shall be immediate and absolute upon assignment. Notwithstanding any such assignment, Lessor warrants that Lessee shall quietly enjoy use of Equipment subject to the terms and conditions of this lease. Subject to the foregoing, this lease inures to the benefit of and is binding upon the successors and assigns of the parties hereto.
- 4. RENT.** Lessee shall pay the Rent payments, shown above, the first of which shall be due 30 days after the rent commencement date, and subsequent payments shall be due on the same day of each month (or other calendar period indicated above) thereafter. Rent payments shall be due whether or not Lessee has received any notice that such payments are due. Lessee acknowledges having been offered the choice of purchasing at the Total Cash Price set forth on the face page or leasing on the deferred rent payment schedule specified therein, and has elected to lease.
- 5. EQUIPMENT DELIVERY.** Lessee shall arrange for delivery of Equipment so that it can be accepted in accordance with paragraph 7 hereof within ninety days after the date of acceptance of this lease by Lessor (the "Commitment Date"). Lessee hereby authorizes Lessor to insert in this lease the serial numbers and other identification data of Equipment when determined by Lessor.

SEE REVERSE SIDE FOR ADDITIONAL TERMS AND CONDITIONS WHICH ARE PART OF THIS LEASE.

TITLE OF ORDINANCE SPECIAL ORDINANCE CITY UTILITIES PURCHASE ORDER NO. 2386 - Pitney Bowes

DEPARTMENT REQUESTING ORDINANCE BOARD OF PUBLIC WORKS

80-08-11

SYNOPSIS OF ORDINANCE CITY UTILITIES PURCHASE ORDER NO. 2386, Pitney Bowes, FOR LEASING OF ONE
HIGHSPEED, AUTOMATIC, FOUR STATION MAIL-INSERTING MACHINE.

MEMORANDUM AND PURCHASE ORDER ATTACHED

COUNCIL PRIOR APPROVAL REQUESTED

EFFECT OF PASSAGE TO REPLACE PRESENT LEASE ON MACHINE PRESENTLY LEASED.

EFFECT OF NON-PASSAGE MAILING OPERATIONS WOULD BE JEOPARDIZED.

MONEY INVOLVED (DIRECT COSTS, EXPENDITURES, SAVINGS) \$30,420.00 to be paid by City Utilities

ASSIGNED TO COMMITTEE

City Utilities